



2020 Census

Local Update of Census Addresses

Operation (LUCA)

Promotion (revised October 2017)

Agenda

- The Decennial Census.
- 2020 Census Design.
- LUCA.
 - Background.
 - Who can participate.
 - What's new for 2020 LUCA.
 - Confidentiality and security.
- Preparation for LUCA Participation.
 - 2020 LUCA schedule.
 - Early tools.
 - Product preferences.
 - GUPS.
 - Paper.
 - Digital.
 - Next steps.

The Decennial Census

The purpose is to **conduct** a census of population and housing and **disseminate** results to the President, the States and the American People.

- Uses of Census data:
 - **Apportioning** representation among states as mandated by Article 1, Section 2 of the US Constitution.
 - **Drawing** congressional and state legislative districts, school districts and voting precincts.
 - **Enforcing** voting rights and civil rights legislation.
 - **Distributing** federal dollars.
 - **Informing** planning decisions of tribal, federal, state and local government and organizational decisions (e.g., where to locate, size of market, etc.) of businesses and non-profits.

2020 Census Design

The 2020 Census: A New Design for the 21st Century

Motivate People to Respond

Conduct a nation-wide communications and partnership campaign

- Maximize outreach using traditional and new media
- Target ads to specific audiences
- Work with trusted sources to inspire participation.



TELEPHONE
AND PAPER SELF-
RESPONSE

NONRESPONSE
FOLLOWUP

INTERNET SELF-RESPONSE



Count the Population

Collect data from all households, including group and unique living arrangements

- Make it easy for people to respond anytime, anywhere
- Encourage people to use the new online response option
- Use the most cost-effective strategy to contact and count nonrespondents
- Knock on doors only when necessary
- Streamline in-field census-taking

Establish Where to Count

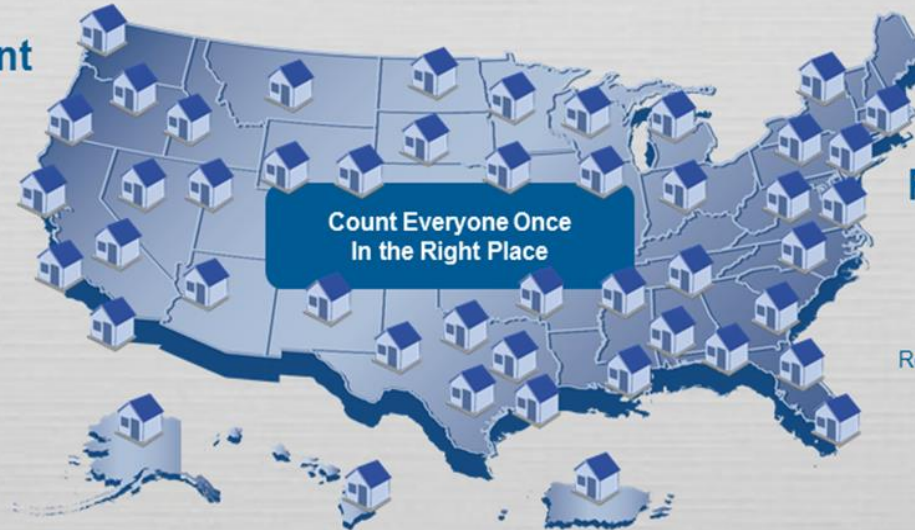
Identify all addresses where people could live

IN-FIELD

IN-OFFICE



- Conduct a 100% review and update of the nation's address list
- Minimize field work with in-office updating
- Use multiple data sources to identify areas with address changes
- Get local government input



**Count Everyone Once
In the Right Place**

Release Census Results

Process and Provide Census Data

- Deliver apportionment counts to the President by December 31, 2020
- Release counts for redistricting by April 1, 2021
- Make it easier for the public to get data



Background

- Authorized by the Census Address List Improvement Act of 1994 (Public Law 103-430).
- Implemented in the support of the 2000 Census and refined to support the 2010 Census.
- Provides a voluntary opportunity for designated representatives of tribal, state and local governments to review and comment on the addresses used to conduct the decennial census.

Who can participate

- Federally recognized tribes with a reservation and/or off-reservation trust land.
- States, and Counties.
- Incorporated places.
 - Cities, towns, boroughs, villages.
- Townships (Minor Civil Divisions).

What's new for 2020 LUCA

- Streamlined participation – Full Address List Review.
- Standard software format for the digital address list.
- Ungeocoded address records – state and county participants.
- Requires residential multi-unit structure identifiers (e.g., Apt 1, Unit A2, #3001, etc.).
- Includes residential structure coordinates, if available.
- Allows participants to submit residential structure coordinates, if available.
- Allows participants to submit non-city style addresses with corresponding map spot or latitude and longitude coordinate.

Confidentiality and security

- Information provided to/from LUCA is covered under Title 13 of the United States Code which:
 - Requires the Census Bureau to ensure confidential treatment of census-related information, including individual addresses and map structure points.
 - Requires the Census Bureau maintain the confidentiality of all information it collects.
- LUCA operation requires all liaisons, reviewers, and anyone with access to Title 13 materials abide by *Confidentiality and Security Guidelines* and requires all LUCA participants sign the *Confidentiality Agreement Form (D-2005)*.

2020 LUCA schedule

Timeframe	Activity
January 2017 ✓	Advance Notice mailing mailed to Highest Elected Officials (HEOs), Tribal Chairs (TCs), Governors and other potential 2020 LUCA contacts.
March 2017 ✓	2020 LUCA Promotional presentations began.
July 2017 ✓	2020 LUCA invitation and registration materials mailed to HEOs, TCs and Governors.
October 2017 ✓	2020 LUCA Training workshops began.
December 15, 2017	2020 LUCA registration deadline.
February - April 2018	Participants receive their 2020 LUCA materials.
March - September 2018	Census Bureau processes 2020 LUCA submissions.
April 2018 - May 2019	Census Bureau validates 2020 LUCA addresses.
Summer 2019	Census Bureau delivers 2020 LUCA feedback.
April 1, 2020	CENSUS DAY.

Early tools

- Address Block Count Files/Lists.
- Census Geocoder.
 - Takes individual addresses or file of addresses and obtains census geography and approximate coordinates.
 - Processes files containing up to 10,000 records.
 - Also offer Geocoding Services using SWIM.

Product preferences

- Geographic Update Partnership Software (GUPS).
- Paper Format – Address List and Maps.
- Digital Format – Address List and Maps.

Product preference combinations

- Geographic Update Partnership Software (GUPS).
- Paper Address List & Large Format Paper Maps (Paper/Paper).
- Paper Address List & Large Format Paper Maps with PDF small format block maps (Paper/PaperPDF).
- Paper Address List & Digital Map (Paper/Digital).
- Digital Address List & Large Format Paper Maps (Digital/Paper).
- Digital Address List & Large Format Paper Maps with PDF small format block maps (Digital/PaperPDF).
- Digital Address List & Digital Map (Digital/Digital).

Product preference – GUPS

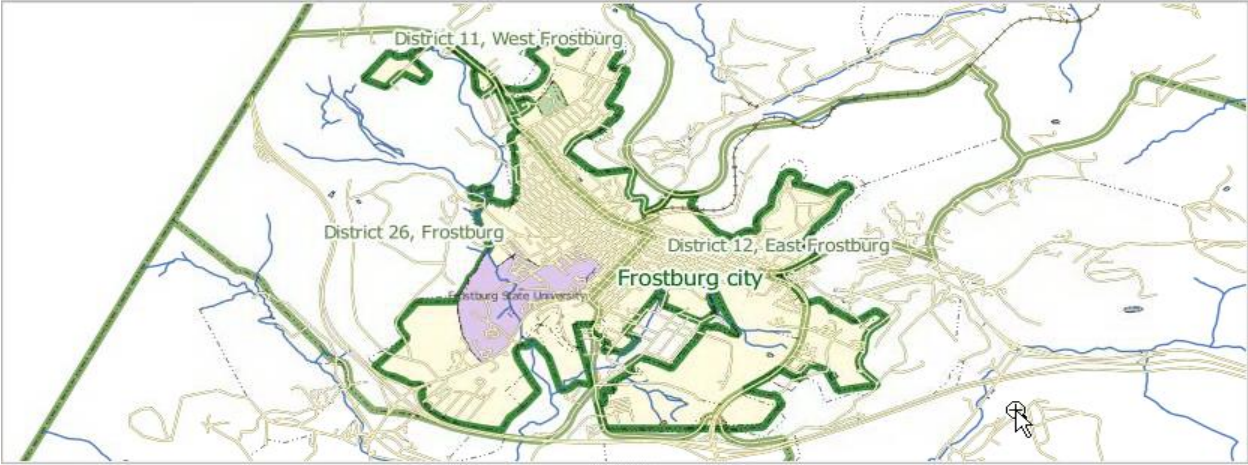
- Customized Geographic Information System (GIS) software for participation in 2020 LUCA.
- Pre-packaged to include all components.
- Designed for participants with no GIS experience; allows for simple to complex edits.
- Programmed with a review tool to validate LUCA edits.
- No internet connection required.
- No address matching capability.
- Size limitation.

GUPS screen example (Main screen)

****No Title 13 Data Displayed****

QGIS 2.8.3-Wien - PL2430900 - GUPS *** Disclosure Prohibited by Title 13 U.S.C. ***

Project Edit View Layer Settings Vector Raster Processing Help GUPS



Address Count List

☒ Move Selection to top

	STATE	COUNTY	TRACT	BLOCK	GEOID
17	24	001	0016.00	1012	2400100160010
25	24	001	0016.00	1014	2400100160010
53	24	001	0016.00	1019	2400100160010
47	24	001	0016.00	1020	2400100160010
40	24	001	0016.00	1049	2400100160010
50	24	001	0016.00	1050	2400100160010
273	24	001	0016.00	1051	2400100160010
10	24	001	0016.00	1052	2400100160010
212	24	001	0016.00	1053	2400100160010
151	24	001	0016.00	1054	2400100160010
176	24	001	0016.00	1055	2400100160010
76	24	001	0016.00	1057	2400100160010
202	24	001	0016.00	1058	2400100160010
171	24	001	0016.00	1059	2400100160010
51	24	001	0016.00	1060	2400100160010
56	24	001	0016.00	1061	2400100160010
268	24	001	0016.00	1064	2400100160010
93	24	001	0016.00	1067	2400100160010
250	24	001	0016.00	1069	2400100160010
108	24	001	0016.00	1070	2400100160010
179	24	001	0016.00	1071	2400100160010
31	24	001	0016.00	1072	2400100160010
218	24	001	0016.00	1073	2400100160010
72	24	001	0016.00	1075	2400100160010

Census Address List

Add Import Deselect All Features ☐ Move Selection to top

GEOID

Edit Copy Out of Jurisdiction Non-Residential Delete

	MAFID	Action	ST	COU	Tract	Block	GEOID	GQ	House #	Street Name	Apt/L
2504	000000001		24	001	0018.00	1055	240010018001055			Gold Fish HWY	
2505	000000002		24	001	0018.00	1055	240010018001055			Nemo HWY	
2506	000000003		24	001	0018.00	1055	240010018001055			HotdogBEER LANE	
2507	000000004		24	001	0018.00	1055	240010018001055			Gold Fish LANE	

Show All Features

Clear Edits Save Edits

Census Address List User Address List

Coordinate: -78.8892,39.6369 Scale: 1:33,456

GUPS screen example (Add address pop-up)

****No Title 13 Data Displayed****

** Indicates required field*

☐ This is a Group Quarters Address

STCOU :

Tract : ***

Block : ***

House Number : ***

Street Name : ***

Apartment/Unit # :

Zip Code :

Address Use:

Longitude : Latitude :

GUPS example (Add road and address records)

****No Title 13 Data Displayed****

QGIS 2.8.3-Wien - CO24027 - GUPS *** Disclosure Prohibited by Title 13 U.S.C. *** (Not Responding)

Project Edit View Layer Settings Vector Raster Processing Help GUPS

Census Address List

Add Import Deselect All Features

☐ Move Selection to top

GEIOD Edit Copy Out of Jurisdiction Non-Residential Delete

	MAFID	Action	ST	COU	Tract	Block	GEIOD	GQ	House #	Street Name	Apt/Unit #	ZIP	GQ Name	Facility Name	Location Description	Noncity-Style
1	A14041961	A	24	027	6069.06	2003	240276069062003		101	Any Ave		20222				
0	A19734500	A	24	027	6069.07	3000	240276069073000		101	Any Ave		20014				

Show All Features

Clear Edits Save Edits

Census Address List User Address List

1 feature(s) selected on layer luca20_CO24027_censusaddr.

Coordinate: -76.843518, 39.114405 Scale: 1:1,473

Product preference – Paper

- Address List (D-2007).
- Address List Add Page (D-2008).
- Address Count List (D-2009).
- Maps.
 - Large format.
 - PDF small format block maps.
- Block to Map Sheet Relationship List (D-2010).

Paper – Address List

- Available to governments with 6,000 or fewer addresses.
- Legal size (8.5” x 14”) - SIX addresses per page .
- Two sort options:
 - Street Name/House Number/Unit Number.
 - Census Tract/Census Block/Street Name/House Number/Unit Number.

Paper – Address List (D-2007)

****No Title 13 Data Displayed****

Form D-2007 (XX-XX-XXXX) OMB Control No. 0607-0994		ADDRESS LIST 2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)										U.S. DEPARTMENT OF COMMERCE ECONOMICS AND STATISTICS ADMINISTRATION U.S. CENSUS BUREAU		
Sort: Tract/Block Entity: Winter County CO88009		DISCLOSURE PROHIBITED BY TITLE 13, U.S.C.										Page: 17 of 20 Date: 01/04/2018		
1 Line Number	2 MAFID	3 Action Code	4 Census Geographic Location of Address			5 GQ Flag	6 City Style Mail Delivery Address or E-911 Address or Physical Location Description and Road Name				7 Non-city Style Mail Delivery Address (RR and Box Number or HCR and Box Number) (7a) Non-city Style Mailing ZIP Code	8 Map Spot Number	9 City Style Address Flag	10 Map Spot ID Coordinates
			(4a) State County Code	(4b) Census Tract	(4c) Census Block		(6a) Complete Address Number	(6b) Complete Street Name (6c) Group Quarters Name (6d) Facility Name or Physical Location Description	(6e) Apt/ Unit Number	(6f) City Style ZIP Code				(10a) Latitude (10b) Longitude
102	999999993		88009	0054.00	2001		205	JEFFRAS DR		99997		14	Y	40.361373 -73.543799
103	999999994		88009	0054.00	2001		207	JEFFRAS DR		99997		17	Y	40.361377 -73.543799
104	999999995		88009	0054.00	2001		209	JEFFRAS DR		99997		18	Y	40.361381 -73.543799
105	999999996		88009	0054.00	2001		211	JEFFRAS DR		99997		16	Y	40.3613785 -73.543799
106	999999997		88009	0054.00	2001		213	JEFFRAS DR		99997		15	Y	40.3613791 -73.543799
107	999999999		88009	0054.00	2001		215	JEFFRAS DR		99997		14	Y	40.3613796 -73.543799

Action Codes

C – Correction to this address D – Delete this address J – Address is not in this Jurisdiction N – Address is Nonresidential

FICTITIOUS INFORMATION –FOR EXAMPLE ONLY

U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU
census.gov



Paper – Address List Add Page (D-2008)

Form D-2008 (XX-XX-XXXX) OMB NO. 0607-0994					U.S. DEPARTMENT OF COMMERCE ECONOMICS AND STATISTICS ADMINISTRATION U.S. CENSUS BUREAU					PAGE _____ OF _____ PAGES		
ADDRESS LIST ADD PAGE 2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)										Name of Preparer: _____ (Print Name)		
										Date Completed: _____ (MM/DD/YYYY)		
Add Page For: _____ (Entity Name)										Entity ID Code: _____ (Copy from Address List Page)		
1 Line #	2 Census Geographic Location of Address			3 Enter "Y" if this is a Group Quarters	(4a) Complete Address Number	4 Residential Address			(4f) Apt/ Unit Number	(4g) Mailing ZIP Code	5 Unique Map Spot Number	6 Address Use, if known M=Mailing L=Location B=Both
	(2a) State County Code	(2b) Census Tract Number	(2c) Census Block Number			(4b) Complete Street Name						
						(4c) RR or HCR and Box number						
						(4d) Group Quarters Name						
						(4e) Facility Name or Physical Location Description						

DISCLOSURE PROHIBITED BY TITLE 13, U.S.C.

Paper – Address Count List (D-2009)

<small>Form D-2009 (XX-XX-XXXX) OMB Control No. 0607-0994</small>								ADDRESS COUNT LIST 2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)				<small>U.S. DEPARTMENT OF COMMERCE ECONOMICS AND STATISTICS ADMINISTRATION U.S. CENSUS BUREAU</small>	
ST/CO: CO88009 Entity: Winter County								Page: 10 of 10 Date: 01/18/2018					
Census Tract Number	Census Block Number	Count of Housing Unit Addresses	Count of Group Quarters Addresses	Census Tract Number	Census Block Number	Count of Housing Unit Addresses	Count of Group Quarters Addresses	Census Tract Number	Census Block Number	Count of Housing Unit Addresses	Count of Group Quarters Addresses		
0045.00	1021	2	0	0045.00	2008	22	0	0045.00	2039	4	0		
0045.00	1022	5	0	0045.00	2009	24	0	0045.00	2040	8	0		
0045.00	1023	3	0	0045.00	2010	15	0	0045.00	2041	6	0		
0045.00	1024	11	0	0045.00	2012	17	0	0045.00	2042	6	0		
0045.00	1025	0	0	0045.00	2013	11	0	0045.00	2043	6	0		
0045.00	1026	4	0	0045.00	2014	22	0	0045.00	2044	0	0		
0045.00	1027	8	0	0045.00	2015	17	0	0045.00	2045	12	0		
0045.00	1028	6	0	0045.00	2016	8	0	0045.00	2046	11	0		
0045.00	1029	6	0	0045.00	2017	8	0	0045.00	2047	13	0		
0045.00	1030	6	0	0045.00	2018	8	0	0045.00	2048	6	0		
0045.00	1031	0	0	0045.00	2019	8	0	0045.00	2049	10	0		
0045.00	1032	12	0	0045.00	2020	12	0	0045.00	2050	14	0		
0045.00	1033	33	2	0045.00	2021	12	0	Ungeocoded		20			
0045.00	1034	4	0	0045.00	2022	15	0	TOTAL	710	5,647	15		
0045.00	1035	5	0	0045.00	2023	14	0						
0045.00	1036	4	0	0045.00	2024	17	0						
0045.00	1037	6	0	0045.00	2025	15	0						
0045.00	1038	6	0	0045.00	2026	15	0						
0045.00	1039	7	0	0045.00	2027	12	0						
0045.00	1040	13	0	0045.00	2028	5	0						
0045.00	1041	15	0	0045.00	2029	18	1						
0045.00	1042	15	0	0045.00	2030	2	0						
0045.00	1043	12	0	0045.00	2031	5	0						
0045.00	2001	5	0	0045.00	2032	3	0						

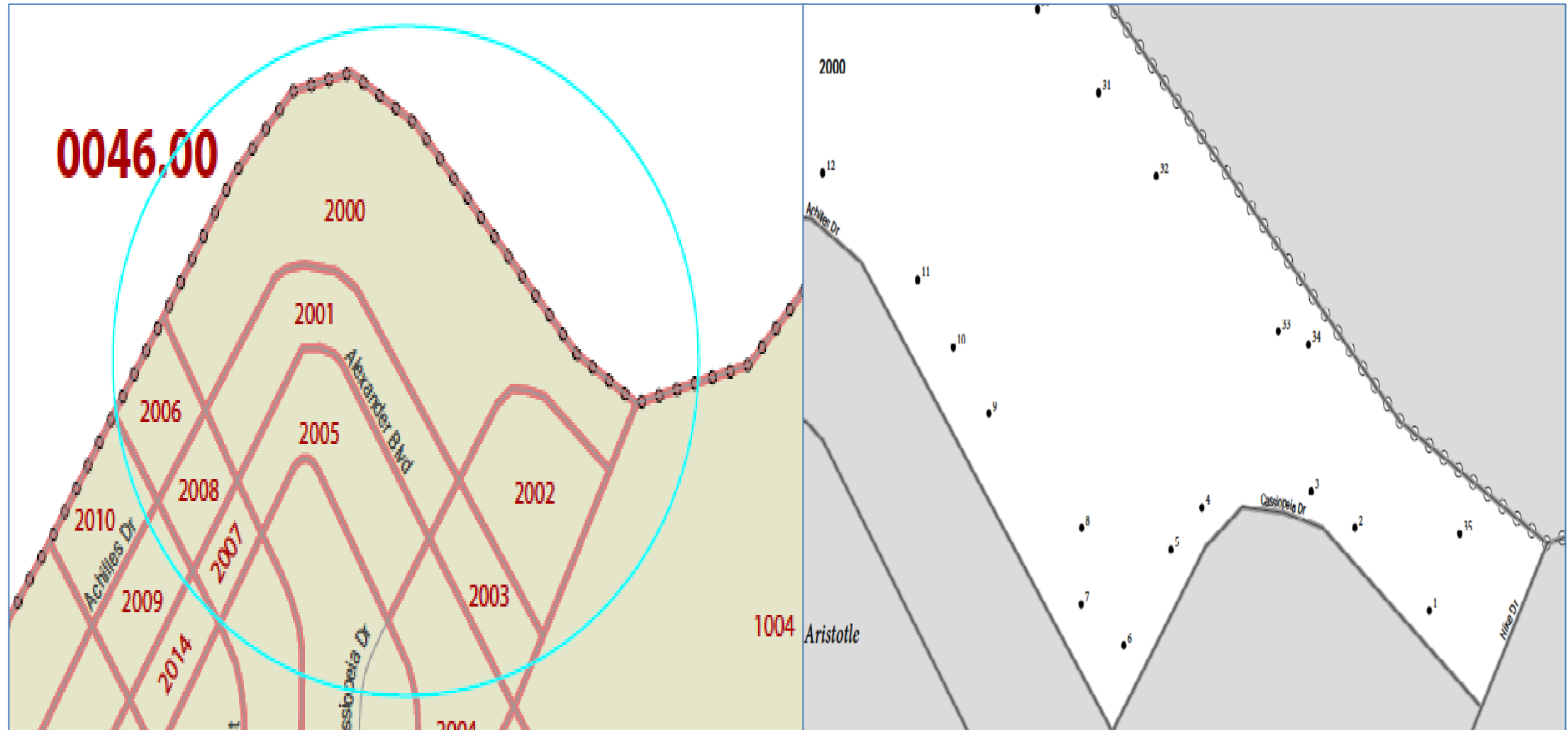
For reference only

Paper – Maps

- Available to all governments.
- Two types of paper map materials:
 - Large format (36" x 32") maps.
 - DVD of Adobe small format (8.5" x 14") census block maps (large format PDF also included).

Paper – Large and small format maps

****No Title 13 Data Displayed****



Paper – Block to Map Sheet Relationship List (D-2010)

Form D-2010
(XX-XX-XXXX)
OMB Control No. 0607-0994

U.S. DEPARTMENT OF COMMERCE
ECONOMICS AND STATISTICS ADMINISTRATION
U.S. CENSUS BUREAU

BLOCK TO MAP SHEET RELATIONSHIP LIST
2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)

ST/CO: CO88009
Listing for: Winter County

Date: 01/18/2018
Page: 1 of 1

ST/CO	Tract	Block	Sheet Number	ST/CO	Tract	Block	Sheet Number
88009	45.00	1000	2	88009	54.01	1000	3
88009	45.00	1001	2	88009	54.01	1001	3
88009	45.00	1002	2,4	88009	54.01	1002	3
88009	45.00	1003	2	88009	54.01	1003	3
88009	45.00	1004	2	88009	54.01	1004	3
88009	45.00	1005	3	88009	54.02	1000	5
88009	45.00	1006	3	88009	54.02	1001	5
88009	45.00	1007	3	88009	54.02	1002	5
88009	45.00	2000	3,4	88009	54.02	1003	5
88009	45.00	2001	4				
88009	45.00	2002	4				
88009	45.00	2003	4				
88009	45.00	2004	4				
88009	46.00	1000	4,6				
88009	46.00	1001	4				
88009	46.00	1002	6				
88009	46.00	1003	6				
88009	46.00	1004	6				
88009	46.00	1005	6				
88009	46.00	1006	6				
88009	46.00	1007	6				
88009	46.00	1008	6				
88009	46.01	2000	5				
88009	46.01	2001	5				
88009	46.01	2002	5				
88009	46.01	2003	5				
88009	46.01	2004	5				
88009	46.01	2005	5,6				
88009	46.01	2006	5,6				
88009	47.00	1000	5				
88009	47.00	1001	5				
88009	47.00	1002	5				
88009	47.00	1003	5				
88009	47.00	1004	5				
88009	47.00	1005	5				
88009	47.00	2000	5				
88009	47.00	2001	6				
88009	47.00	2002	6				
88009	47.00	2003	6				
88009	47.00	2004	6				

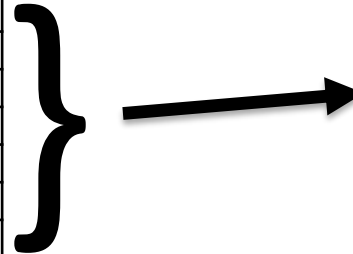
Product Preference – Digital

- Address List.
 - Comma Delimited Text (.csv) format.
 - No separate 'Add Page'.
- Address Count List.
 - Comma Delimited Text (.csv) format.
 - Reference only.
- Maps.
 - TIGER Partnership shapefiles (LUCA specific).
 - Utilize GIS software.

Digital – Address List structure (2010 – 2020)

LUCA 2010 – 26 Fields

EntityID
Line #
MAFID
Action
State
County
Tract
Block
GQ Flag
House Number
Street Name Prefix Qualifier
Street Name Prefix Direction
Street Name Prefix Type
Street Name
Street Name Suffix Type
Street Name Suffix Direction
Street Name Suffix Qualifier
Location Description or GQ Name
Apartment/Unit Number
ZIP Code
Non-city style Mailing Address
Non-city style ZIP Code
Structure Point
Latitude
Longitude
City-Style Flag



LUCA 2020 – 24 Fields

Line #
MAFID
Action
EntityID
State
County
Tract
Block
GEO ID
GQ Flag
House Number
Street Name
Apartment/Unit #
ZIP Code
GQ Name
Facility Name
Location Description
Non-city style Mailing Address
Non-city style ZIP Code
Mapspot ID
Address Use
Latitude
Longitude
City-Style Flag

2020 LUCA digital Address List layout

Field number	Max Character Length	Field Name	Description
1	7	LINE_NUMBER	Sequential number for each address record in the file.
2	9	MAFID	Unique control number assigned to each MAF address.
3	12	ENTITY	Unique number assigned by the Census Bureau to each entity.
4	1	ACTION	Entered by the participant to indicate an action taken on the address.
5	2	STATEFP	Two-digit State FIPS Code.
6	3	COUNTYFP	Three-digit County FIPS Code.
7	6	TRACT	The Census Tract Number consist of six digits with an implied decimal between the fourth and fifth digit corresponding to the basic census tract number and with leading zeroes for tracts that are not four digit and trailing zeroes for census tracts without a suffix. For example, the digital address count list would have 004600 for census tract 46 (shown as 0046.00 on the paper map products).
8	4	BLOCK	Four-digit 2010 Tabulation Census Block Number. Census blocks are numbered uniquely from 0000 to 9999 within census tract, which nest within state and county. The first digit of the census block number identifies the block group.
9	15	GEOID	Concatenation of state, county, tract, and block fields for use in joining the block level data to the blocks in the TIGER partnership shapefiles.
10	1	GQ_FLAG	Displays a 'Y' if the address is a group quarters.
11	35	HOUSENUMBER	Housing unit or group quarters assigned address number, alone or with an address number prefix and/or address number suffix that identifies a location along a thoroughfare or within a community.
12	100	STREETNAME	Full street or road name. The official name of a thoroughfare as assigned by a governing authority, or a used and recognized alternate (alias) name.
13	65	APARTMENT UNIT	Within structure descriptor or identifier, such as APT 5 or 1st FL FRN.
14	5	ZIP	Five digit USPS ZIP Code for city style mailing address.
15	100	GQ_NAME	Name of group quarter (Dobbs Hall).
16	100	FACILITY NAME	Name of group quarter facility (University of Illinois).
17	100	LOCATION DESCRIPTION	Description of the location and physical characteristics of a living quarters (RED RANCH W/WHITE SHUTTERS).
18	50	NONCITYSTYLE ADDRESS	Rural Route and Box number or Highway Contract Route and Box number.
19	5	NONCITYSTYLE ZIP	Five digit USPS ZIP Code for non-city style mailing address.
20	4	MAPSPOT	Unique number assigned by the Census Bureau for each map spot within a block. Numbering starts over in each block.
21	1	USE	A value entered by the participant when adding an address to indicating if the address is used for M) mailing purposes, L) location purposes, including emergency services , B) both mailing and location purposes. Optional field.
22	11	LAT	Address structure latitude, populated only if the Census Bureau has captured an address structure point for the address. If blank or incorrect, participants can populate or edit this field.
23	12	LONG	Address structure longitude, populated only if the Census Bureau has captured an address structure point for the address. If blank or incorrect, participants can populate or edit this field.
24	1	CITY_STYLE	Displays "Y" if city-style address, an "N" if non-city style address.

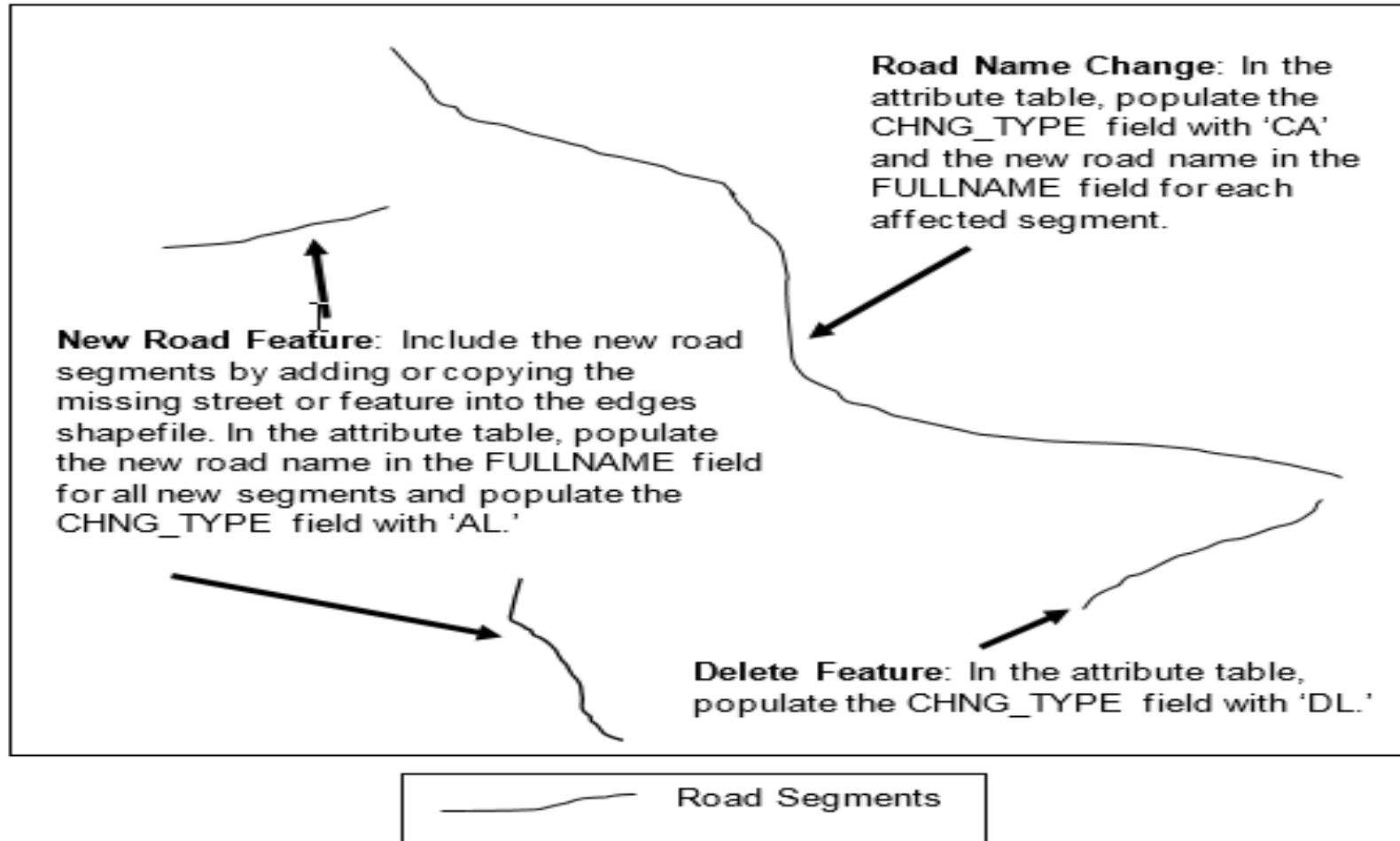
2020 LUCA digital Address Count List layout

Field number	Max Character Length	Field Name	Description
1	2	State	Two-digit FIPS State code.
2	3	County	Three-digit FIPS County code.
3	6	Tract	The Census Tract Number consist of six digits with an implied decimal between the fourth and fifth digit corresponding to the basic census tract number and with leading zeroes for tracts that are not four digit and trailing zeroes for census tracts without a suffix. For example, the digital address count list would have 004600 for census tract 46 (shown as 0046.00 on the paper map products).
4	4	Block	Four-digit 2010 Tabulation Census Block Number. Census blocks are numbered uniquely from 0000 to 9999 within census tract, which nest within state and county. The first digit of the census block number identifies the block group.
5	15	GEOID	Concatenation of state, county, tract, and block fields for use in joining the block level data to the blocks in the TIGER partnership shapefiles.
6	7	Original Count of Census HUs	Total number of addresses in the entity count list identified as residential housing units by data in the MAF.
7	7	Current Count of Census HUs	Total number of addresses in the entity count list identified as residential housing units by data in the MAF. This number will be the same as Original Count of Census HUs in product creation. (For use with GUPS.)
8	7	Local count of HUs	Total number of Housing Unit Addresses Loaded by the user. Number is '0', zero-filled for all records in product creation. (For use with GUPS.)
9	7	Difference in HUs	Current Count of Census HUs minus Local Count of HUs. This number will be the same as Original Count of Census HUs in production creation. (For use with GUPS.)
10	7	Original Count of Census GQs	Total number of addresses in the entity count list identified as residential group quarters by data in the MAF.
11	7	Current Count of Census GQs	Total number of addresses in the entity count list identified as residential group quarters by data in the MAF. This number will be the same as Original Count of Census GQs in product creation. (For use with GUPS.)
12	7	Local Count of Census GQs	Total number of Group Quarters Addresses loaded by the user. Number is '0', zero-filled for all records in product creation. (For use with GUPS.)
13	7	Difference of Census GQs	Current Count of Census GQs minus Local Count of GQs. This number will be the same as Original Count of Census GQs in production creation. (For use with GUPS.)

Digital – Maps (shapefile)

- TIGER Partnership shapefiles.
 - Unprojected geographic-based coordinate system (GCS NAD83).
 - Retain vintage for use in the feedback products.
- Edges and Tabulation block (tabblock2010) shapefiles.
- Edits made to Edges shapefile.
 - Add Line (AL); Delete Line (DL); Change Attribute (CA).
- Geocode using tabblock2010 shapefile.

Digital – shapefile submission example



Preparation – Next steps (participant)

- **Prepare** (now!).
- **Register** to participate (07/14/2017 – 12/15/2017).
- **Attend** a training workshop (10/2017 – 02/2018).
 - In-person workshops.
 - Self-training aids and Webinars available online.
- **Conduct** your LUCA review (Early Spring 2018).
 - **120** calendar days upon receipt of materials to complete review.

Registration (participant)

- Invitation Letter.
- **Registration Form (D-2002).**
- **Product Preference Form (D-2003).**
- Confidentiality and Security Guidelines (D-2004).
- **Confidentiality Agreement Form (D-2005).**
- **Self-Assessment Checklist (D-2006).**
- Instructions for registration.

Registration Form (D-2002)

FORM **D-2002** (2-22-2017) OMB No. 0607-0994; Approval Expires 12/31/2019

REGISTRATION FORM
2020 CENSUS LOCAL UPDATE OF CENSUS
ADDRESSES OPERATION (LUCA)

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

Entity ID _____
Government Name _____

A. PARTICIPATION RESPONSE (Submission Deadline December 15, 2017)

1. ☐ **YES** Our government is registering for LUCA. – Complete Sections B and C.

2. ☐ **NO** Our government is not registering for LUCA. – Complete Section B and mark an (X) for each reason that applies:

a. ☐ Another level of government (state or county) that includes our jurisdiction is participating in LUCA
 b. ☐ Insufficient staff
 c. ☐ Lack of funds
 d. ☐ No time/too busy
 e. ☐ No local address list available

f. ☐ Concerns about Census Bureau Title 13 materials
 g. ☐ Restrictions on using Census Bureau Title 13 materials for other purposes
 h. ☐ Other reason – Specify (Please print) _____

Thank you for your comments. We will use them to help improve future LUCA operations.

B. SIGNATURE OF TRIBAL CHAIR OR HIGHEST ELECTED/APPOINTED OFFICIAL RESPONDING TO THE LUCA INVITATION

1. Printed name of Tribal Chair or Highest Elected/Appointed Official – First, middle initial, last _____

2. Signature of Tribal Chair or Highest Elected/Appointed Official _____ Date
Month Day Year

3. Position – (e.g., Tribal Chair, Governor, Commissioner, Mayor, Supervisor; please do not abbreviate) – Please print _____

4. Physical/Mailing address
Number and street name _____
City _____ State _____ ZIP Code _____

5. Telephone
Area code _____ Number _____ Extension _____

6. Email address _____

C. LIAISON INFORMATION – Designate your LUCA Liaison.
This is the person responsible for protecting the confidential Census Bureau materials covered by Title 13, U.S. Code.

Complete this section only if you are participating in LUCA

1. Name – (Please print) _____

2. Department, Organization, or Agency name – (e.g., Planning and Zoning, Regional Planning Agency; please do not abbreviate) _____

3. Position – (e.g., Tribal President, Director, Assessor, Planner; please do not abbreviate) _____

4. Physical/Mailing address
Number and street name _____
City _____ State _____ ZIP Code _____

5. Telephone
Area code _____ Number _____ Extension _____

6. Email address _____

Complete this form and return it along with the completed, signed copies of the Product Preference Form, Self-Assessment Checklist, and Confidentiality Agreement. Use the enclosed postage-paid envelope addressed to ATIN: Geography LUCA Materials 63-E, National Processing Center, 1201 East 10th St, Jeffersonville IN 47132. As an alternative, you may scan your completed forms, including forms with signatures, and email them to GEO.2020.LUCA@census.gov.

Product Preference Form (D-2003)

FORM D-2003 (5-31-2017) OMB No. 0607-0994; Approval Expires 12/31/2019

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

United States
Census 2020

PRODUCT PREFERENCE FORM
2020 CENSUS LOCAL UPDATE OF CENSUS
ADDRESSES OPERATION (LUCA)

Entity ID _____
Government Name _____

Please mark (X) to select a product preference format (Choose #1 OR #2 below)

1. ☐ **CUPS** - The Census Bureau's Geographic Update Partnership Software (GUPS) is a self-contained Geographic Information System (GIS) tool. It includes the Census Bureau's address list, address count list by census block, and partnership shapefiles. GUPS allows you to add external geospatial data (shapefiles, geodatabases, and imagery) for comparison and update purposes. GUPS functions on Windows XP, Vista, and Windows 7, 8, and 10, and Apple Mac OS X with additional bridge software.

OR

2. ☐ Select **one** address list format in **Section A** and **one** map format in **Section B**.

A. Address List - Select Digital or Paper

☐ **Digital** - Requires the use of a spreadsheet or database software. We will provide the files in Excel Comma Delimited Text (.csv) format.

OR

☐ **Paper** - Available only to governments with 6,000 or fewer addresses. Each 8 1/2" x 14" page contains six (6) addresses (1,000 pages maximum). Choose **one** address sort preference below:

☐ Census Tract#/Block#/Street Name/House#/Unit#
☐ Street Name/House#/Unit/Census Tract#/Census Block# (alphanumeric sort)

You may access the current number of addresses by census block the Census Bureau has on file for your jurisdiction at <http://www.census.gov/geo/partnership/luca.html>.

B. Maps - Select Digital or Paper

☐ **Digital** - Partnership shapefiles that require the use of GIS software. Address structure points are **not** included in the partnership shapefiles but can be created from the lat/long coordinates included on the digital address list.

OR

☐ **Paper/PDF** - Large format paper map(s) (42" x 36") with a DVD of small format (8-1/2" x 14") block maps in Adobe PDF format that contain address structure coordinates showing the location of residential addresses. Title 13 requirements apply.

OR

☐ **Paper** - Large format paper map(s) (42" x 36") only. This does **not** include a DVD of small format (8-1/2" x 14") block maps in Adobe PDF format that contain address structure coordinates showing the location of residential addresses. Non-Title 13.

Note: The shapefiles do NOT contain address points. If you choose a paper address list and digital maps, you will not see map spots in the digital environment. You must select Paper/PDF to review the address structure points.

LUCA Liaison Package Delivery Address.
Title 13 materials must be delivered to the LUCA liaison. Please print.

Liaison Name _____
Department, Organization, or Agency name _____
Number and street name _____
Physical/Mailing address _____
City _____ State _____ ZIP Code _____
Telephone Area code _____ Number _____ Extension _____ Email address _____

Name of the Person Completing This Form (Please print)

Name _____ Telephone Area code _____ Number _____ Extension _____
Email address _____ Date _____

Complete this form and return it along with the completed, signed copies of the Registration Form, Self-Assessment Checklist, and Confidentiality Agreement. Use the enclosed postage-paid envelope addressed to ATTN: Geography LUCA Materials 63-E, National Processing Center, 1201 East 10th St, Jeffersonville IN 47132. As an alternative, you may scan your completed forms, including forms with signatures, and email them to GEO.2020.LUCA@census.gov.

Confidentiality and Security Guidelines (D-2004)

FORM D-2004 (6-15-2017) OMB No. 0607-0994: Approval Expires 12/31/2019
U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

**United States
Census
2020**

Confidentiality and Security Guidelines

2020 Census Local Addresses Operation (LUCA)

1. Introduction

Federal law, under Title 13 of the United States Code (U.S.C.), requires the U.S. Census Bureau to maintain the confidentiality of the information it collects. The Census Bureau takes this responsibility very seriously. Respondents place their trust in the Census Bureau each time they complete a survey or an interview. This trust in confidentiality is critical to the success of the Census Bureau's mission to collect and report the most accurate data possible. To uphold the law, the Census Bureau requires that any individuals with access to Title 13 materials adhere to the prescribed confidentiality and security guidelines.

2. Title 13, U.S. Code

Chapter 1, Section 9 of Title 13, U.S. Code states: "Neither the Secretary, nor any other officer or employee of the Department of Commerce or bureau or agency thereof, or local government census liaison, may, except as provided in section 8 or 16 or chapter 10 of this title . . .

- 1) use the information furnished under the provisions of this title for any purpose other than the statistical purposes for which it is supplied; or
- 2) make any publication whereby the data furnished by any particular establishment or individual under this title can be identified; or
- 3) permit anyone other than the sworn officers and employees of the Department or bureau or agency thereof to examine the individual reports."

In 1994, under Public Law 103-430, the U.S. Congress amended Chapter 1 of Title 13 to allow the local government census liaison to review and update the Census Bureau's address information for their jurisdiction. Although the amendment allows official local government access, the amendment reaffirmed the confidential nature of the Census Bureau's address information. Census information protected under Title 13 includes:

- Everything on a completed or partially completed questionnaire or any information obtained in a personal or telephone interview;
- Individual addresses maintained by the Census Bureau, including those shared with governments through the 2020 Census Local Update of Census Addresses Operation (LUCA); and
- Digital or paper maps with latitude/longitude coordinate data that identify the location of living quarters (structure points).

The penalty for the wrongful disclosure or release of information protected by Title 13 is a fine of not more than \$250,000 or imprisonment for not more than 5 years, or both, as set by Section 214 of the Code and the Uniform Sentencing Act of 1984.

Title 13 U.S.C. does not apply to generalized address information, such as address range data available in the Census Bureau's digital products or address counts by census block.

Confidentiality Agreement Form (D-2005)


FORM D-2005 (4-5-2017) OMB No. 0607-0994: Approval Expires 12/31/2019

U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU		Entity ID
CONFIDENTIALITY AGREEMENT FORM 2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)		Government Name
A. TERMS, CONDITIONS, AND RESPONSIBILITIES FOR PARTICIPATING IN THE 2020 CENSUS LUCA OPERATION		
<p>All LUCA liaisons, reviewers, and anyone with access to Title 13, United States Code (U.S.C.) LUCA materials must agree to keep confidential the Title 13 materials to which they have access, including any maps that contain structure points showing the location of living quarters. They may use this information solely for suggesting improvements to the Census Bureau's address list and maps.</p> <p>All individuals who will review or have access to Census Bureau Title 13 materials must sign below to indicate they have read and understand the Census Bureau's Confidentiality and Security Guidelines for LUCA. In addition, those who sign the agreement swear, under penalty of perjury, to maintain the confidentiality of Census Bureau materials protected under Title 13. Further, a signature indicates recognition that the penalty for wrongful disclosure is a fine of not more than \$250,000 or imprisonment for not more than 5 years, or both. Although access to the data is temporary, this commitment is permanent. You must be at least 18 years of age to sign this agreement.</p> <p>By signing this agreement, your government agrees to destroy all Census Bureau Title 13 materials or return them to the Census Bureau at the completion of LUCA.</p>		
B. LIAISON INFORMATION		
Liaison's Printed Name	Area code	Telephone number Ext.
Liaison's Signature	Date	Month Day Year
Name of LUCA Liaison's Office, Department, or Agency – (Assessor's Office, Planning Department, Regional Planning Agency, etc.) – Please print		
Address of LUCA Liaison's Office, Department, or Agency – (House number and street name, RR or HC, and box number) – Please print		
City	State	ZIP Code
Email address		
C. INFORMATION FOR REVIEWER(S) and PERSON(S) WITH ACCESS TO TITLE 13, U.S.C. MATERIALS		
Printed name	Area code	Telephone number Ext.
Signature	Date	Month Day Year
Address, if different from Liaison – (House number and street name, RR or HC, and box number) – Please print		
City	State	ZIP Code
Email address		
Printed name	Area code	Telephone number Ext.
Signature	Date	Month Day Year
Address, if different from Liaison – (House number and street name, RR or HC, and box number) – Please print		
City	State	ZIP Code
E-mail address		

Section C continued on the reverse

Self-Assessment Checklist (D-2006)

FORM **D-2006** (5-24-2017) OMB. No. 0607-0994; Approval Expires 12/31/2019

 U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU		Entity ID	
SELF-ASSESSMENT CHECKLIST 2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)		Government Name	
PROTECTING CENSUS BUREAU TITLE 13 MATERIALS		Confidentiality & Security Guidelines Reference	Circle Y, N or NA
1. Do you understand that the Census Bureau's Title 13 data, including addresses and latitude/longitude coordinate data (structure points), cannot be used to create, update, nor modify a tribal, state, or local jurisdiction address data base?	3	Y	N
2. Will you store Title 13 materials in a secure location?	4.1, 4.2	Y	N
3. Will you secure Title 13 materials to prevent unauthorized staff from accessing these materials? This includes staff members other than those who signed the Confidentiality Agreement, that have access to the offices, cabinets, or other areas where Title 13 materials are stored.	4.1, 4.2	Y	N
4. Will you construct electronic security profiles to allow only those who signed the Confidentiality Agreement to access the Census Bureau's Title 13 materials, if the Title 13 information is placed on a shared computer system? Required if you are selecting GUPS, the digital address list, or the Paper/PDF maps.	4.1	Y	NA
5. Will you ensure that your IT system restricts the read, write, delete, and execute functions applicable to the Census Bureau's Title 13 materials to only those individuals that signed the Confidentiality Agreement? Required if you are selecting GUPS, the digital address list, or the Paper/PDF maps.	4.1	Y	NA
6. Will you assign an encrypted, unique user-ID and password for each LUCA liaison, reviewer, and anyone with access to Title 13 materials? Required if you are selecting GUPS, the digital address list, or the Paper/PDF maps.	4.1	Y	NA
7. Will you keep Title 13 data separate from your other data? Title 13 data cannot be backed-up, mixed with, nor stored with other data? Required if you are selecting GUPS, the digital address list, or the Paper/PDF maps.	4.1	Y	NA
REPORTING AN INCIDENT		Confidentiality & Security Guidelines Reference	Circle Y or N
8. Will you report to the Census Bureau all violations of unauthorized viewing or loss of Title 13 materials within 24 hours of discovery?	4.3	Y	N
ON-SITE VISITS		Confidentiality & Security Guidelines Reference	Circle Y or N
9. Do you understand that the Census Bureau may conduct on-site visits to your office to inspect your security measures regarding the Census Bureau's Title materials?	4.4	Y	N
DESTRUCTION OR RETURN OF CONFIDENTIAL MATERIALS		Confidentiality & Security Guidelines Reference	Circle Y or N
10. Will you destroy (the preferred method) or return the Title 13 materials according to the approved destruction or return methods outlined in the Confidentiality and Security Guidelines?	4.5, 4.6	Y	N
LUCA Liaison Signature			
LUCA Liaison Name (Print)		Date	
<small>Complete this form and return it along with the completed, signed copies of the Registration Form, Confidentiality Agreement, and the Product Preference Form. Use the enclosed postage-paid envelope addressed to ATTN: Geography LUCA Materials 63-E, National Processing Center, 1201 East 10th St. Jeffersonville IN 47132. Rather than mailing, you may scan your completed forms, including forms with signatures, and email them to us at GEO_2020.LUCA@census.gov.</small>			

Questions about 2020 LUCA?

- Visit the 2020 LUCA Web site:

[<https://www.census.gov/geo/partnerships/luca.html>](https://www.census.gov/geo/partnerships/luca.html)

- Frequently Asked Questions document.
- Contact us:
 - Geographic Programs Support Desk toll-free telephone number: 1-844-344-0169.
 - E-mail: [<GEO.2020.LUCA@census.gov>](mailto:GEO.2020.LUCA@census.gov).

Connect with Us



Sign up for and manage alerts:
<https://public.govdelivery.com/accounts/USCENSUS/subscriber/new>



More information on the 2020 Census Memorandum Series:
<https://www.census.gov/programs-surveys/decennial-census/2020-census/planning-management/memo-series.html>



More information on the 2020 Census:
<https://www.census.gov/2020census>



More information on the American Community Survey:
<https://www.census.gov/programs-surveys/acs/>



facebook.com/uscensusbureau



twitter.com/uscensusbureau



youtube.com/user/uscensusbureau



instagram.com/uscensusbureau



pinterest.com/uscensusbureau